

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: November 1, 2007

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – OCTOBER REVISION # 10 - 07**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for October 2007. The manual can be obtained by accessing the State Controller's Office public web site at: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

The Table of Contents (TOC) has been updated. The sections within the TOC will now link to the particular sections within the PPM from the SCO web shtml page:
<http://www.sco.ca.gov/ppsd/ppm/toc.shtml>.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the October 2007 PPM are provided below.

Section B 016 - Deduction Codes, revised.

B 023 - Code 050 Parking Organization Codes, revised.

B 026 - Code 075 Insurance/Employee Benefit Organization Codes, revised.

B 027 - Code 088 - Dues Association Organization Codes, revised.

B 028 - Code 089 - Dues Association Organization Codes, revised.

B 031 - Organizational Codes, following revised:

Code 351 - FlexElect Dental Plans (Non-CSU)

Code 352 - FlexElect Health Care Reimbursement Account

Code 353 - FlexElect Dependent Care Spending Account

Code 378 - CSU Health Reimbursement Account

Code 380 - CSU Dependent Care Reimbursement Account

B 033 - Organization Codes, following revised:

Code 500 - Fair Share Fee Organization Codes (Civil Service)

Code 501 - Fair Share Fee Organization Codes (CSU)

Code 550 - Fair Share Alternate Organizational Codes (Civil Service)

Code 551 - Fair Share Alternate Organizational Codes (CSU)

Section H - Deductions, following revised:

H 214 - Retirement ID, Exclusion Amounts and State Share Rates

H 225 - Survivor Benefits

H 317 - Default Student Loan Code 339/008

Section N - Non USPS & FB/EBE's - Various sections, revised.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV) go to: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>. Please refer to [Personnel Letter 06-019](#) for further information.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Terri Yarbrough at (916) 324-7255 or via email at tyarbrough@sco.ca.gov.

DS:TY:CSS